



TOURISM, ARTS AND HERITAGE CABINET

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September 10, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

RE: Supplemental Furlough Plan

Dear Secretary Jackson:

Please find enclosed per the regulatory requirements set forth within 101 KAR 5:015E the **Tourism, Arts and Heritage Cabinet's** supplemental furlough plan for fiscal year 2010-2011. You previously approved the Cabinet's furlough plan for the September 3, 2010 shut-down date, and the Cabinet's respectively requests that you review and approve the enclosed supplemental plan which addresses the remaining furlough dates for fiscal year 2011. Enclosed within these documents are the following:

- The designation of any additional individuals responsible for the oversight and administration of these furloughs with enclosed designation forms that were not previously approved in the September 3, 2010 plan
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Any specific flexibility considerations or requests with appropriate justification
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough.

If you have any questions regarding this material, the lead contact for the TAH Cabinet's proposed furlough plan is Tiffany N. Yeast, Human Resources Director, Tourism, Arts and Heritage Cabinet. Tiffany can be reached at 502-564-4270 ext. 353.

Sincerely,

Secretary, Marcheta Sparrow
Tourism, Arts, and Heritage Cabinet

Enclosures

Kentucky Artisan Center at Berea

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days **November 12, 2010 & May 27, 2011**

As a retail facility owned and operated by the State, we sell Kentucky artisan products to include arts, craft, and food. The Artisan Center also has a dining facility that serves breakfast, lunch and dinner to visitors that enter within the facility. For approximately the last three years, the Kentucky Center at Berea also serves as a mid-state rest area along I-75. The Kentucky Artisan Center Berea is a revenue generating agency that is reliant upon agency receipts for a significant portion of its budget.

November 12, 2010

The Friday of Veterans' Day weekend, is a very busy day for the Center, with approximately 900 visitors and over \$5,000 in revenues. With our Center serving as the only mid-state rest area on I-75, its being closed is a hardship, particularly since this is a very popular weekend for travelers.

May 27, 2011

The Friday of Memorial Day weekend, is traditionally a very busy day for the Center, with over 1,000 visitors and over \$7,000 in revenues. With our Center serving as the only mid-state rest area on I-75, its being closed is a hardship, particularly since this is a very popular weekend for travelers.

Therefore, due to the nature of our business the Kentucky Artisan Center at Berea is requesting to remain open on the mandatory shut-down days and to furlough its employees over the course of the entire applicable months: November 2010; and May 2011 in compliance with the regulatory requirements. This is necessary due to the staffing considerations and the hourly operations of the facility. This will accomplish the need to satisfy our obligation to serve the public but also ensure that the Center has the opportunity to capture as much revenue as possible.

Three (3) Non-Designated Months **First Pay Periods in October 2010, March 2011, and April 2011**

The Kentucky Artisan Center at Berea officially requests to stagger employee furloughs over the respective months of October, March & April 2011 in efforts to accomplish employee furloughs.

The Kentucky Artisan Center feels that this approach will allow us to effectively and safely manage operations without incurring overtime expenses and to provide appropriate and proper customer service to visitors/consumers. March and April are months that we experience high visitation due to the Tourism season, thus it would be appropriate for us to have the appropriate staffing levels in order to receive guests and provide them with quality customer service.

For our Center to try to stagger up to 48 staff off during a pay period, while remaining open for business in addition to covering for the usual vacations, sickness, and vacancies, would make it difficult for us to provide services, and retail sales would suffer on strong days. When we have fewer staff on the retail floor, we generate fewer sales. Staggering the staff over the month is less stress for staff. When we are short staffed, it puts great

stress on staff, and hinders their ability to provide exemplary hospitality. Artisan Center employees are primarily sales people who are focused on making people happy—when they can't, they do not feel good about their job.

The facility will use a combination of assigning and allowing staff to choose preferred dates that they would like to be furloughed. All staff will be notified in writing via a customized memo in their mailboxes and in compliance with the required seven days in advance notice.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Kentucky Department of Parks Furlough Plan

DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the Kentucky Department of Parks has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by Kentucky Department of Parks employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Sharion Abney	Park Manager II	50-670-17-13
Jeffrey Auchter	Park Manager II	50-670-17-17
Jack Bailey	Park Manager I/Historic Site Manager	50-670-17-06
Lisa Baldwin	Park Manager I/Historic Site Manager	50-670-17-27
Bobby Bartholomai	Park Manager II	50-670-17-21
Peter Bowles	Resort Park Manager I	50-670-16-15
Ron Bryant	Park Manager I/Historic Site Manager	50-670-17-30
David Coleman	Park Manager II	50-670-17-25
Christopher Collings	Resort Park Manager I	50-670-16-04
Lisa Davis	Resort Park Manager II	50-670-16-06
Stephen Eastin	Resort Park Manager I	50-670-16-16
Beverly Faulkner	Park Manager II	50-670-17-12
Ricky Fuller	Park Manager I/Historic Site Manager	50-670-17-18
Libbie Furlong	Park Manager II	50-670-17-11
Curtis Gamblin	Park Manager II	50-670-17-22
Phillip Gray	Park Manager III	50-670-17-10
James Head	Park Manager III	50-670-17-08
Alice Heaton	Park Manager III	50-670-17-23
Timothy Hibbard	Resort Park Manager II	50-670-16-07
Carla Hildebrand	Park Manager I/Historic Site Manager	50-670-17-32
Kurtis Holman	Park Manager I/Historic Site Manager	50-670-17-28
Tammie Honeycutt	Park Manager I/Historic Site Manager	50-670-17-24
John Jordan, Jr.	Resort Park Manager III	50-670-16-12
Mark Kellen	Park Manager III	50-670-17-16
Bertie Lucas	Park Manager II	50-670-17-02
Ty Lindon	Resort Park Manager I	50-670-16-09
Cary Lyle	Resort Park Manager I	50-670-16-08
Cindy Lynch	Park Manager II	50-670-17-05
Michael Lynn	Resort Park Manager II	50-670-16-06
William Meadors	Park Manager III	50-670-17-20
Paul E. Moore	Resort Park Manager III	50-670-16-13
John Paul	Staff Assistant	50-670-16-05
Greta Reynolds	Resort Park Manager I	50-670-16-03
David Richardson	Park Manager I/Historic Site Manager	50-670-17-04

Scott Ringham	Park Manager I/Historic Site Manager	50-670-17-29
John Rittenhouse	Resort Park Manager II	50-670-16-10
Sheila Rush	Park Manager I/Historic Site Manager	50-670-17-26
Michael Schwendau	Resort Park Manager I	50-670-16-02
Paula Sherman	Park Manager I/Historic Site Manager	50-670-17-19
Michael Sullivan	Park Manager II	50-670-17-34
Ronnie Sydnor	Park Manager I/Historic Site Manager	50-670-17-15
Andrew Teasley	Park Manager I/Historic Site Manager	50-670-17-07
Ron Vanover	Park Manager II	50-670-16-14
Kathleen White	Park Manager I/Historic Site Manager	50-670-17-31
Scott Williams	Resort Park Manager III	50-670-16-11

The written designation(s) are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days **November 12, 2010 & May 27, 2011**

The Kentucky Department of Parks Plan complies with the mandatory shut-down days. On these dates, all Central offices (Frankfort workstations) will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated shut-down dates, as previously certified to the Personnel Cabinet.

The Department of Parks, Central Office employees will comply with the mandatory shut down days for the following organizational units. *This includes all Central Office units and Capital Construction P9 and P11 employees. The specific Central Office units identified are as follows:*

50-670-00-00
50-670-00-02
50-670-00-06
50670-01 through 50670-10
50-670-11
50670-14
50670-15
50-670-09

There will be a few employees from the Divisions above that will need to work on the required mandated shut-down day and those Divisions are listed below.

Due to the nature of our business, a tourism destination, and due to the complex business operations of Kentucky State Parks, a complete shut down would be impractical. A complete shut down would have a direct impact on the business operations of Kentucky State Parks resulting in loss revenue. As an agency heavily reliant upon generated revenues in efforts to meet its budget mandates, a total shut down on the dates identified, which are within the "peak" season and on high volume travel days, would be detrimental. Therefore, we are requesting the following exceptions to the mandatory shut down days and requesting that All Resort Parks, Recreational Parks and Historic Sites, organizational

Units 50-670-16 and 50-670-17 remain open and stagger employee furlough days over the entire month of November and May respectively. This is necessary due to the staffing considerations and the hourly operations of the facility.

This proposed portion of our plan will impact 881 full time employees and 10 part time employees as well as approximately 850-1000 interims. (Please note, due to the nature of our business, the number of interims will fluctuate significantly between November 2010 and May 2011.)

The following Divisions within the Department of Parks have employees that will be required to work in the field on the mandatory shut-down days due to the fact that each of these furlough days fall on a Friday prior to a busy holiday weekend. The Department of Parks are routinely extremely busy during these times and have numerous events that will require assistance from Central Office staff. The Department of Parks also has central office employees that are temporarily assigned in the field and they will be needed to work on the mandated shut-down furlough days. Therefore we are requesting an exception for the mandatory furlough days for various employees within in the following divisions:

50-670-07

50-670-09

50-670-00

These employees will be designated another furlough day within the first payroll period of each respective month (November & May 2011).

For those areas requiring an exception to the shut-down dates, the Department of Parks Plan proposes to implement the required furloughs for Recreational Parks, Historic Sites and Resort Parks in the following manner to recognize the mandated savings and implement the required furloughs.

Park Managers will be required to submit the furlough dates for each employee to the Office of Human Resources. There will be a combination of employees requesting furlough days and assigning of furlough days. Park Managers will be staggering employees over the month of November 2010 and May 2011 in efforts to meet business needs. All furloughs will be done in compliance with the regulatory requirements.

The Department of Parks will provide written notice at least seven (7) calendar days in advance of the furlough date in accordance with the regulation. A copy of the sample notice is enclosed with these documents.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

The Department of Parks Plan proposes for the Frankfort based Central Office Staff (approximately 175 employees 50-670-00-00, 50-670-00-02, 50-670-00-06, 50-670-01-50-670-10, 50-670-11, 50-670-14, 50-670-15, 50-670-09), including Project employees (P9 and P11 Crews) to furlough staff in accordance with the identified months and within the first payroll period of each non-designated month. The Department of Parks will utilize a combination of assigning and allowing employees to select their furlough dates.

The Department of Parks Plan also proposes to furlough all Department of Parks field employees (approximately 900 employees, organization units 50-670-16 and 50-670-17) during the identified designated months but requests the following exceptions.

The Department of Parks cannot furlough all field employees within the required pay periods. We request that due to the nature of our business, the hourly workforce and the current staffing shortages at our state parks, the Department

of Parks will stagger employees over the entire non-designated month for the months of October and April, rather than be limited to the pay period. This would allow us to provide adequate coverage of all facility operations without incurring excessive overtime.

For the month of March we request that Park field employees (50-670-16 and 50-670-17) be furloughed during the March 16 -31 pay period only since these employees are already subject to reductions pursuant to KRS 18A.005 (18) (a) and we do not want to reduce employee hours further by furloughing them within a payroll period that their hours are already reduced in.

The Department of Parks will provide written notice to the employees of their furlough dates at least seven (7) calendar days in advance of the furlough in accordance with the regulation. A copy of the sample notice is enclosed with these documents.

The Department of Parks recognizes that there are always situations, more often than not weather related, where employees within the department of Parks respond to emergency situations. In the event of a situation that would require an employee to respond that is on a furlough day, the Park Manager shall be required to call the Regional Director as soon as possible who will then be required to notify the Commissioner and/or Deputy Director. The Commissioner will call the Cabinet Secretary promptly and inform her when this situation occurs. Based on the vast number of issues that could be deemed an emergency for the Park system, many classifications are being identified as potential classes that would respond to an emergency; maintenance, Park Manager, Business Manager, Chef, Park Worker I, Directors, Construction Superintendents, Commissioners and Waste Water personnel.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Kentucky Department of Fish and Wildlife Resources

APPLICATION OF FURLOUGH DATES

Mandated shut-down Days **November 12, 2010 & May 27, 2011**

The Kentucky Department of Fish and Wildlife Resources Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory day, however identified portions of the Agency shall be furloughed on the mandated shut-down days.

All employees not identified below shall be furloughed on the mandated shut-down days. Employees have already received the furlough communication from Secretary Nikki Jackson and have received similar communication from Secretary Marcheta Sparrow. Once this plan is approved, we will again forward communication to these employees about their mandated furlough dates.

The Tourism, Arts and Heritage Cabinet/Kentucky Department of Fish and Wildlife Resources Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory days based upon the following:

1. **Law Enforcement Division:** Organizational Numbers: 50-660-01-00, 50-660-01-01; 50-660-01-02; 50-660-01-03; 50-660-01-04; 50-660-01-05; 50-660-01-06; 50-660-01-07; 50-660-01-08; 50-660-01-09, 50-660-01-10.

Conservation Officers and Supervisors:

- November 12 (Veterans Day weekend): All individuals classified as Conservation Officers (including supervisors) need to be available for duty based on the fact that this is the opening weekend of Modern Gun Deer Season and this is when the greatest concentration of hunters are in the field. All sworn personnel in the Law Enforcement Division are required to be on duty during this time.
- May 27 (Memorial Day weekend): All individuals classified as Conservation Officers (including their supervisors) need to be available for duty based on the fact that this date traditionally ushers in the summer recreational boating season and rivals Labor Day weekend as the busiest weekend for tourist using the waterways of the Commonwealth. All sworn personnel in the Law Enforcement Division are required to be on duty during this time.

Fish and Wildlife Telecommunicators: 50-660-01-10-01 (Boating and Dispatch Section)

KDFWR has seven (7) Telecommunicators employed within the Law Enforcement Division. November 12 (Deer Season) and May 27 (Memorial Day) are historically busy weekends that we experience and receive a very large volume of calls, and as a result all Conservation Officers (including their supervisors) are on duty at various times during each day of these weekends. Traditionally, there is a tremendous number of telephone calls (calls for service) and officer radio traffic which requires us to schedule three (3) Telecommunicators on the 7:00am to 3:00pm shift and three (3) Telecommunicators on the 3:00pm to 11:00pm shift. The remaining Telecommunicator works the 11:00pm to 7:00am shift. This standard shift schedule is employed at particular times of the year, surrounding high-volume events such as opening day of various hunting seasons and holiday weekends.

2. Information & Education Division:

Animal Care Section: Organizational Numbers: 50-660-05-02-01

KDFWR will need to maintain one (1) Animal Care Section staff member to work on each of the remaining mandated shut-down furlough days: November 12, 2010 and May 27, 2011. All animals must be fed and watered and their enclosures

cleaned daily. If these functions are not performed, our animals on-site are not afforded the proper care and the department risks violating federal law.

Information Center Section: Organizational Numbers: 50-660-05-03-02

November 12th is the day before opening day of modern-gun/deer season. Typically our Information Center staff receives hundreds of calls on this day. Therefore, the department needs the flexibility to allow the Information Center Section to remain fully staffed on November 12th and to apply their furlough to alternative dates within the same pay period. Deer hunters are a critical source of funding for the department and we need to provide good customer service at this time of the year. Many of the calls are from out of state hunters that will be vacationing in Kentucky during the deer season. In addition, many of the questions received concern the laws and regulations governing legal hunting in Kentucky.

3. Fisheries Division:

Minor Clark Fish Hatchery Branch: Organization Number: 50-660-04-03

Peter W. Pfeiffer Fish Hatchery Branch: Organization Number: 50-660-04-11

Both department hatcheries will require at least one (1) biologist to work on the other mandated shut-down furlough dates (November 12, 2010 and May 27, 2011) in order to record dissolved oxygen readings in the ponds and to respond to challenges threatening the fish's survival. At Pfeiffer Hatchery, we would require two (2) personnel (one (1) biologist and one (1) technician) to perform animal husbandry and facility management responsibilities. All personnel not taking a furlough day on these dates would be required to take a furlough day on an alternative date during the respective pay periods.

Transportation Branch: Organizational Numbers: 50-660-04-02

The May 27, 2011 date is also especially disconcerting to Fisheries because that particular two-week period is when it is mandatory for the hatcheries to move walleye fingerlings out of the ponds for stocking since forage in the ponds is normally depleted at that precise time period. Transportation personnel are required to move the fish from the hatcheries to the various reservoirs for stocking at that time.

4. Wildlife Division:

Non-Game Branch: Organizational Number: 50-660-06-12

The KDFWR Center for Mollusk Conservation will require no more than two (2) staff on the other two common furlough dates (November 12, 2010 and May 27, 2011) to accomplish animal husbandry and feeding requirements for the mussels.

Proposed Implementation: For those areas requiring an exception to the shut-down dates, the Kentucky Department of Fish and Wildlife Resources Plan proposes to implement the required furloughs in the following manner to recognize the mandated savings and implement the required furloughs.

Employees working on November 12, 2010 and May 27, 2011 will instead be furloughed in accordance with the following parameters:

Employees in the Information & Education, Fisheries and Wildlife Divisions will furlough on either November 1, 2010 or November 5, 2010 AND May 16, 2011 or May 20, 2011. This pertains to organizational structures: 50-660-04-02, 50-660-04-03, 50-660-04-11, 50-660-05-02-01, 50-660-05-03-02, and 50-660-06-12. Employees will be advised to seek direction from their first line supervisor in order to avoid any gaps in coverage. All alternative furlough dates will be in accordance to and in compliance with regulatory requirements.

Employees in the Law Enforcement Division will furlough (on a staggered schedule) on one of the following dates: November 1, 2, 3, 4, 8, 9, or 10, 2010 AND May 16, 17, 18, 19, 23, 24, 25, or 26, 2011. This pertains to organizational structures: 50-660-01-00, 50-660-01-01, 50-660-01-02, 50-660-01-03, 50-660-01-04, 50-660-01-05, 50-660-01-06, 50-

660-01-07, 50-660-01-08, 50-660-01-09, and 50-660-01-10. Employees will be advised to seek direction from their first line supervisor in order to avoid any gaps in coverage. All alternative furlough dates will be in accordance with and in compliance with regulatory requirements.

All employees required to furlough on one of these alternative dates will be notified via written communication at least seven (7) days prior to the first alternative date, November 1, 2010. Employees will be notified that based on them working on November 12, 2010 or May 27, 2011, they are required to furlough on one of the above identified dates.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

On the three (3) non-designated months, the Tourism, Arts and Heritage Cabinet/Kentucky Department of Fish and Wildlife Resources Plan includes the furlough of all employees during the first pay periods of the required months.

In efforts to ensure there is no impact to the public and employees are working staggered shifts the KDFWR will assign furlough dates to their employees within each Division. The Tourism, Arts and Heritage Cabinet/Kentucky Department of Fish and Wildlife Resources will provide written notice to the employees of these non-designated furlough dates at least seven (7) calendar days in advance of the furlough. The sample notice is provided with this plan.

Additionally, the agency acknowledges that due to the nature of our business there may be emergency situations that would require an employee to respond accordingly on a day that he/she is being furloughed. As such, the Commissioner shall be the person that shall certify the emergency situation as such and shall authorize his directors to have employees to respond accordingly. Based on the unique and special circumstances of this agency, an emergency situation could occur within a variety of our Divisions, Branches and Units, as such a number of classifications could be affected in the case of an emergency. The most likely classifications to respond in the event of an emergency would be within the Fisheries Division, Law Enforcement Division, Commissioners area, Wildlife Division, Salato Branch, and Information and Education Division (depending on the nature of the emergency and time of the year). All emergency situations that would result in employees working on a furlough day shall be communicated immediately to the Cabinet Secretary.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

The Kentucky Horse Park

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days **November 12, 2010 & May 27, 2011**

The Kentucky Horse Park's Plan complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, except as otherwise requested below will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

The Kentucky Horse Park's Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory days based upon the following:

Due to the fact that this agency is a Tourism agency and business is dependent upon the visitation of travelers and/or meeting and events, we are requesting an exception to the mandatory shutdown day of November 12, 2010 and May 27, 2011 as these are detrimental to our potential revenues and occur on a date that is a peak day for the traveling public, schools and community groups. The Kentucky Horse Park proposes to furlough its employees on alternative dates over the entire month that are more conducive to the business operation and dates where there is less travel and/or visitation. This approach allows for a staggered approach so that the facility will remain open enabling us to have minimal impact to the public.

All employees will be provided with notice of the alternative plan for the mandatory shut down days. Supervisors will have the responsibility to communicate with their staff and inform them that they will be allowed to determine a date within the designated time frames to select a date to be furloughed. Supervisors will take the employees request into consideration and assign dates in efforts to make sure there is appropriate coverage. Upon final approval of the determined dates, employees will be given written notification of their furlough dates. This process will be in accordance with the regulatory requirements and shall be a process that is fair to and for employees.

Three (3) Non-Designated Months **First Pay Periods in October 2010, March 2011, and April 2011**

For the three (3) non-designated months, the Kentucky Horse Park's Plan shall be compliant with the furlough months as designated and the first pay periods as designated.

October 2010

Due to the fact that Kentucky Horse Park is the host facility for the World Equestrian Games, this agency will be busy preparing, hosting and tearing down after the World Games. As such the agency is requesting to furlough sixty-five employees on October 11, 2010, however some exceptions will apply. The Kentucky Horse Park will be closed to the public October 11-12, 2010 in efforts for tear down to begin and for the WEG Foundation and other WEG Sponsors to begin moving off the facility and grounds, thus the agency feels that October 11, 2010 will be the appropriate date to furlough its employees. This short break allows for the staff to take a break and prepare for the next phase, clean up and tear down, which will be laborious.

Due to the need for 24-hour security, the need for the Executive staff to work with the WEG foundation, vendors and WEG sponsors and the need for Park horses to be properly cared for, we are requesting to stagger employees within the Law Enforcement Division, the Director's area and within the Equine Division so that the care of horses and security of the Park is provided. The twelve employees within these areas and Divisions would be allowed to determine dates between October 12-15th, 2010, as their furlough date. Each of these employees will be given proper notice of their furlough dates within seven calendar days prior to their date of furlough.

March & April 2011

In efforts to allow for furloughs, each group of employees will have an opportunity to designate or be assigned a furlough date within the first payroll period of March and April. All employees will be notified of their assigned date for furlough and this notice shall be in accordance with the required seven calendar days notice requirement. A copy of the sample notice is enclosed with these documents.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

The Department of Travel and Tourism Furlough Plan

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days **November 12, 2010 & May 27, 2010**

The majority of the employees within the Department of Travel and Tourism will observe furlough days on the mandated shut-down dates. All employees that will be furloughed on November 12, 2010 and May 27, 2010 have been provided official communication from Secretary Nikki Jackson and Secretary Marcheta Sparrow. Employees within the Department that shall not be furloughed on the mandated shut-down days have been identified below.

The Department of Travel and Tourism's Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory days based upon the following.

Department of Travel and Tourism is requesting that Welcome Center personnel (50-860-02-02-01, 50-860-02-02-02, 50-860-02-02-03, 50-860-02-02-04, 50-860-02-02-05, 50-860-02-02-06, 50-860-02-02-07, 50-860-02-02-08) and employee within position # 50-860-01-00-00-00-005 (manages the 1-800 Call Center) not observe the November 12, 2010 and the May 27, 2011 mandated shut-down dates, but each facility be allowed to take a furlough day within the first pay period of November 2010 and May 2011. Approximately 24 employees and some contract employees will be impacted by this exceptions request.

The Department's Welcome Centers are unique in that their primary function is to provide directions and valuable destination information about Kentucky to travelers. November 12, 2010 and May 27, 2011 are Fridays, a day that we experience high visitation, and are within months that are in "peak" season for travelers. Not being open and available to the traveling public may be a detrimental economic impact to the state and the local community as Welcome Centers would not be able to provide information about Kentucky to visitors. In addition, the facility being closed may result in a negative customer service experience for travelers and leave a poor first impression on new travelers which could result in complaints and other negative publicity for the state and local communities.

For those areas requiring an exception to the shut-down dates, the Department of Travel and Tourism's Plan proposes to implement the required furloughs in the following manner to recognize the mandated savings and implement the required furloughs:

Employees have been given an opportunity to determine an alternative day within the first pay period of November 2010 and the first pay period of May 2011 to use as a furlough day. Due to the nature of their business, Welcome Centers will remain open and employees will stagger their furlough days so that the agency can insure quality customer service to travelers. Employees will be furloughed in accordance to and compliance with regulatory requirements and all employees will receive official communication about their furlough dates seven days prior to their scheduled furlough dates.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

The Department of Travel and Tourism's Plan includes the furlough of all employees during the first pay periods of the required months. All Department of Travel and Tourism employees will take a furlough day in the first pay period of each of the 3 non-designated months.

All employees have been given an opportunity to propose their preferred days within the first pay periods for October 2010, March and April 2011. Welcome Center employees will be required to stagger their staff in efforts to be open and insure quality customer service to travelers and safety for the facility.

October 2010

The Department of Travel and Tourism's Plan includes a portion of the agency's operation where approximately 60 of the agencies employees will be furloughed on the same day. The Department of Travel and Tourism is requesting that all Travel and Tourism employees with a work station in Frankfort be furloughed on October 15, 2010. As part of the World Equestrian Games, the Department of Travel and Tourism has the ultimate responsibility for the oversight and management of the Kentucky Experience portion of the Games. As such, Frankfort Central Office employees (50-860-00, 50-860-01, 50-860-01-00-01, 50-860-01-01, 50-860-02-00, 50-860-02-07, 50-860-03, 50-860-03-01, 50-860-03-02) will be required to work long days for the 16 day period that the Games commence and end. The explanation for everyone taking the same day and closing a portion of the agency is due to the staff's heavy workload with the World Equestrian Games which do not conclude until October 10, and the work that must be done in the immediate aftermath of the Games. Closing the office on the October 15 avoids the disruption that would result from furloughs during and immediately after the Games, while also affording employees an opportunity to rest and recuperate from their Games duties. The impact to the public would be very minimal as the Tourism season is slowing drastically during this time and the Branch that primarily deals with the public, Welcome Centers, will be open and available to the public. In addition, the main 1-800 number goes directly to the Shelbyville Welcome Center so staff will still be able to receive calls from the public and the other public line will be routed to the Office of the Secretary.

Welcome Center employees (50-860-02-02-01, 50-860-02-02-02, 50-860-02-02-03, 50-860-02-02-04, 50-860-02-02-05, 50-860-02-02-06, 50-860-02-02-07, 50-860-02-02-08) and employee in position 50-860-01-00-00-00-005 shall remain open and stagger employees in efforts to furlough each employee within the Welcome Center. Employees will be provided written notice of their furlough day which shall be received seven days prior to their furlough date.

March and April 2011

The Kentucky Department of Travel and Tourism shall allow their employees to request their furlough day. Their requested day shall be within the first pay period of March and April. Employees will stagger their furlough days to ensure that Central Office and all Welcome Centers are staffed such that there is no disruption to the public. Employees will receive official communication about their furlough dates in accordance with and compliance with the regulation.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Kentucky State Fair Board Furlough Plan

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days **November 12, 2010 & May 27, 2011**

The Kentucky State Fair Board complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, except as requested below, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

The Kentucky State Fair Board manages and operates three facilities that are open 365 days per year. Staffing requirements based on scheduled shows and events do not allow for a complete shutdown of facilities on any given day. Because we are unable to completely shut down on November 12, 2010 and May 27, 2011, the Fair Board is requesting exceptions for the following organizational levels across our agency: Divisions, Branches, and Sections. The exception requested is for each organizational unit to have the flexibility to determine the most appropriate furlough day for individual employees based on the business needs of that organizational unit.

November 12, 2010

The majority of the Fair Board employees will be unable to use November 12, 2010 as a furlough day. The Fair Board can not shut down entirely because there are numerous scheduled events that have a move in, move out, or event date on November 12, 2010. Employees within all areas of the Fair Board will be required to work on November 12, 2010 to keep the facility running and to meet commitments and contractual obligations.

Because we are unable to completely shut down on November 12, 2010, the Fair Board is requesting exceptions for Divisions, Branches, and Sections within our organization. The exception requested is for each organizational unit to have the flexibility to determine the most appropriate furlough day for individual employees based on the business needs of that organizational unit.

Approximately 330 full time employees and one contract worker will be impacted by furloughs. Approximately 20 of the Fair Board's employees will be assigned November 12, 2010 as a furlough day. These employees will receive written notice explaining that November 12, 2010 is a furlough day. This letter will be delivered not less than seven days in advance of November 12, 2010.

In efforts to make sure that we are properly staffed to handle the multiple events within our three facilities we are requesting that we be allowed the entire month to assign and or allow employees to request alternative dates for furlough. Supervisors will submit listings to the Fair Board's HR Office that indicate the names and furlough dates for each employee. All employees will receive a letter that explains the furlough date assigned in lieu of the mandatory November 12, 2010 date. This letter will be delivered not less than seven days in advance of the furlough date. All furloughs will be done in compliance with regulatory requirements.

May 27, 2011

While many of the Fair Board employees will be furloughed on the mandatory date of May 27, 2011, this will not be possible for every employee. It is not possible because there are numerous scheduled events that have a move in, move out, or event date on May 27, 2011. Some employees within all areas of the Fair Board will be required to work on May 27, 2011 to keep the facility running and to meet commitments and contractual obligations. Because we are unable to completely shut down on May 27, 2011, the Fair Board is requesting

exceptions for Divisions, Branches, and Sections within our organization. The exception requested is for each organizational unit to have the flexibility to determine the most appropriate furlough day for individual employees based on the business needs of that organizational unit.

Approximately 200 of the Fair Board's employees will be assigned May 27, 2011 as a furlough day. These employees will receive written notice from the HR Director explaining that May 27, 2011 is a furlough day. This letter will be delivered not less than seven days in advance of May 27, 2011.

The remaining employees and one contract worker who are not assigned May 27, 2011, will be assigned another date determined by their supervisor in the second pay period of May. Supervisors will submit listings to the Fair Board's HR Office that indicate the names and furlough dates for each employee who is not being furloughed on May 27, 2011. These employees will receive a letter that explains the furlough date assigned in lieu of the mandatory May 27, 2011 date. This letter will be delivered not less than seven days in advance of the furlough date. All furloughs will be done in compliance with regulatory requirements.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

Due to the numerous events within each of our facilities, the addition of opening a new facility and the hourly work of our employees the Kentucky State Fair Board requests an exception to furlough employees over the entire month of October, March and April respectively. The entire month allows the Fair Board the flexibility to stagger employees throughout each of the facilities and provide the appropriate staffing levels necessary to perform mandatory functions within the agency. Supervisors of organizational units will select a day for each employee to be designated as a furlough day. This information will be communicated to the HR office, which will in turn notify employees in accordance with the notification requirements in 101 KAR 5:015E. All furloughs will be done in compliance with regulatory requirements. Approximately 300 full time employees and one contract worker will be impacted by furloughs.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Kentucky Historical Society

DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the Kentucky Historical Society (KHS) has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by Kentucky Historical Society employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Pam Brookman	HR Administrator	50-550
Linda Redmon	Fiscal Officer	50-550
Kent Whitworth	Executive Director	50-550
Tiffany Yeast	Executive Director, HR Tourism, Arts & Heritage Cabinet	50

The written designation(s) are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days November 12, 2010; May 27, 2011

The Kentucky Historical Society's Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory days based upon the following:

KHS requests to remain open on Friday, November 12 and Friday May 27, 2011 due to the fact that there are numerous events planned in and the KHS is scheduled to participate in on both Fridays of the mandated shut-down days. Many of these events are revenue generating for the History Center. Instead we request to furlough employees on Tuesday, November 9, 2010 and Tuesday, May 24, 2011, dates when the Kentucky Historical Society is already closed to the public. As such there will be no impact to the public because none of KHS facilities are open to the public on Tuesdays. KHS will provide notice of all furlough dates to all of its employees via timely written notice and staff meetings. All furlough dates will be conducted in compliance with the regulatory requirements.

Three (3) Non-Designated Months First Pay Periods in October 2010, March 2011, and April 2011

The Kentucky Historical Society requests the flexibility to furlough employees on **Tuesday, October 26, 2010; Tuesday, March 1, 2011 and Tuesday, April 26, 2011**. Public service will not be impacted because KHS is closed to the public on Tuesdays.

October

The KHS requests that Tuesday, October 26, 2010 be the furlough day for all staff due to the number of meetings and public events scheduled throughout the month of October. These include the major fundraising event for the KHS Foundation (10-18), a week of Camp Artyfact classes, the quarterly KHS Executive Committee (governing board) meeting, and the Kentucky Heritage Council's statewide Historic Preservation Conference (part of which will take place at the Old State Capitol), and several KHS events/programs themed around the World Equestrian Games.

March

The Kentucky Historical Society is requesting that their employee furlough day for March 2011 be taken for all employees on March 1, 2011 because peak season for KHS school programming (both on-site and around the state) begins by the middle of March. The KHS prefers that all staff take their March furlough day before the "peak" school field trips begin.

April

The Kentucky Historical Society is requesting that their employee furlough day for April 2011 be taken for all employees on Tuesday, April 26, 2011 because April 2011 will be full of major events. However, Tuesday April 26, 2011 is the last Tuesday of the month and there are no events scheduled and school attendance slows greatly.

The Kentucky Historical Society will provide written notice to the employees of these non-designated furlough dates, thus KHS will provide ample notice to fulfill the seven (7) calendar days in advance notice. The manner by which the Kentucky Historical Society will notify its employees is by written memo to all staff and notice given at all staff meetings. A copy of the sample written notice is enclosed with these documents.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Tourism, Arts & Heritage Cabinet
Office of the Secretary

DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the Tourism, Arts & Heritage Cabinet's Office of the Secretary has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by Tourism, Arts & Heritage Cabinet, Office of Secretary employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Tiffany N. Yeast	Executive Director, HR	50
Robert Minerich	Executive Director	50-850-09
Doug Crowe	Executive Director	50-850-08

The written designation(s) are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days
November 12, 2010; May 27, 2011

The Office of the Secretary complies with the mandatory shut-down days. On these dates, all offices, except as identified below, will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

The Frankfort Convention Center a center that is responsible to contractual obligations to host events, meeting and other various functions is requesting an exception to the November 12, 2010 and the May 27, 2010 mandated shutdown days based on the fact that events have already been booked and contracts have already been determined on those dates. As an agency that generates revenues for their operating budgets by virtue of the events and meeting scheduled in addition to the contractual agreements already made, shutting down on the mandated shut-down is not feasible for this agency.

The agency is relatively small with only eight employees, as such, the agency requests that all eight employees are allowed to be furloughed on November 24, 2010 and May 23, 2011, dates when there is no scheduled events. The Convention Center is booked within the month of November therefore November 24, 2010 is the only possible date to furlough employees. A total shut-down is more feasible as the agency would benefit greater from the energy savings for having the facility shut-down over the holiday weekend (Thanksgiving). There is no impact to the public as this agency would have no events scheduled on the dates that employees would be furloughed.

Employees shall receive written notice about their furlough dates seven days prior to their furlough day.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

The Office of the Secretary shall furlough all employees within the first pay periods of October, March 2011 and April 2011. Agencies will use a combination of assigning and allowing employees to request their furlough days. All employees will receive written notice about their furlough dates seven days prior to their furlough day.

The Frankfort Convention Center is a small agency with only eight employees and has the responsibility to be responsive to guests and public based upon scheduled events and meetings within their facility. Due to the fact that this agency is so small and that it will achieve greater energy savings from being closed rather than staggering a handful of employees, the agency request to set their employee furlough days on Monday, October 11, Monday, March 14, 2011 and Monday April 11, 2011, all dates that have no events scheduled.

Employees will be notified in writing of their furlough days. The written notice shall be issued seven days prior to their scheduled furlough date.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Kentucky Heritage Council

DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the Kentucky Heritage Council has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by Kentucky Heritage Council employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Mark Dennen	Director	50-410
Donna Coleman	Fiscal Officer	50-410
Jacqueline Bradley	Executive Secretary I	50-410
Tiffany N. Yeast	Executive Director, Human Resources	50

The written designation(s) are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days **November 12, 2010; May 27, 2011**

The Kentucky Heritage Council complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

Three (3) Non-Designated Months **First Pay Periods in October 2010, March 2011, and April 2011**

The Kentucky Heritage Council shall furlough all employees within the first pay periods of October, March 2011 and April 2011. The agency shall allow employees to request their furlough days. All employees will receive written notice about their furlough dates seven days prior to their furlough day.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Kentucky Arts Council

DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the Kentucky Arts Council has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by Kentucky Arts Council employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Lori Meadows	Executive Director	50-529
Tiffany N. Yeast	Executive Director, Human Resources	50

The written designation(s) are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

APPLICATION OF FURLOUGH DATES

Mandated Shut-down Days November 12, 2010; May 27, 2011

The Kentucky Arts Council complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

Three (3) Non-Designated Months First Pay Periods in October 2010, March 2011, and April 2011

The Kentucky Arts Council shall furlough all employees within the first pay periods of October, March 2011 and April 2011. The agency shall allow employees to request their furlough days. All employees will receive written notice about their furlough dates seven days prior to their furlough day.

CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

REQUIRED CERTIFICATIONS

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay.

MPS
(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

MPS
(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

MPS
(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

MPS
(INITIALS)



TOURISM, ARTS AND HERITAGE CABINET

STEVEN L. BESHEAR
GOVERNOR

MARCHETA SPARROW
SECRETARY

2400 CAPITAL PLAZA TOWER
500 MERO STREET
FRANKFORT, KENTUCKY 40601
502-564-4270 - OFFICE
502-564-1512 - FAX

LINDY CASEBIER
DEPUTY SECRETARY

MATT SAWYERS
DEPUTY SECRETARY

September 17, 2010

Hand Delivered

Employee Name

Employee Address

RE: Notice of Furlough Date

Dear Employee:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on the following three days **October 1, 2010, March 4, 2011 and April 1, 2011**. Therefore, your hours will be temporarily reduced without pay on these dates and you should not report to work. The dates listed are dates that you choose and have been approved by your supervisor.

Please know that you shall not perform any work for and/or related to the Tourism, Arts and Heritage Cabinet (TAHC) on the dates identified as your furlough dates. Any work performed on behalf of the Tourism, Arts and Heritage Cabinet on your furlough days shall result in your receiving disciplinary action.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Tiffany Yeast, Executive Director, Human Resources, Tourism, Arts & Heritage Cabinet

Sincerely,

Tiffany N. Yeast
Executive Director, HR, TAHC

CC: Personnel File

CABINET LETTERHEAD

September 21, 2010

HAND DELIVERED

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Mr.:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on October 8, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Laurie Googe, Human Resources Director for the Department of Parks.

Sincerely,

A handwritten signature in cursive script, reading "Laurie Googe". The signature is written in black ink and is positioned below the word "Sincerely,".

Human Resources Director

CC: Personnel File

DATE

HAND DELIVERED

RE: Notice of Furlough Date

Dear _____:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on October XX, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Lori Meadows,
Executive Director, KY Arts Council

CC: Personnel File

DATE

HAND DELIVERED

RE: Notice of Furlough Date

Dear _____:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on October XX, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Doug Crowe
Executive Director, Creative Services

CC: Personnel File

HAND DELIVERED

RE: Notice of Furlough Date

Dear _____:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on October XX, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Pam Brookman,
Personnel Administrator, Historical Society

CC: Personnel File



STEVEN L. BESHEAR
GOVERNOR

**TOURISM, ARTS AND HERITAGE CABINET
KENTUCKY HERITAGE COUNCIL**

MARCHETA SPARROW
SECRETARY

THE STATE HISTORIC PRESERVATION OFFICE
300 WASHINGTON STREET
FRANKFORT, KENTUCKY 40601
PHONE (502) 564-7005
FAX (502) 564-5820
www.heritage.ky.gov

MARK DENNEN
EXECUTIVE DIRECTOR AND
STATE HISTORIC PRESERVATION OFFICER

DATE

Employee Name
Employee Address

RE: Notice of Furlough Dates

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on the following dates:

October 1, 2010

March 4, 2011

April 8, 2011

Therefore, your hours will be temporarily reduced without pay on these dates and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Donna Coleman at (502) 564-7005 ext 110.

Sincerely,

Mark Dennen
Executive Director and State Historic Preservation Officer

CC: Personnel File

Travel and Tourism LETTERHEAD

DATE

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on October 15, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

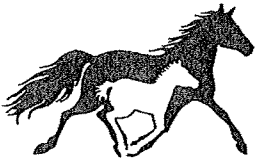
As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Tiffany N. Yeast.

Sincerely,

Mike Cooper

CC: Personnel File



KENTUCKY HORSE PARK

Steven L. Beshear
GOVERNOR

Marcheta Sparrow
SECRETARY

John Nicholson
EXECUTIVE DIRECTOR

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on _____. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me at 859-259-4235.

Sincerely,

Stephanie Gibson
Human Resource Manager

CC: Personnel File

Home of the 2010 Alltech FEI World Equestrian Games™

4089 Iron Works Parkway, Lexington, Kentucky 40511 (859) 233-4303 FAX(859) 254-0253 www.KyHorsePark.com



An Equal Opportunity Employer M/F/D

Name
Address
Address

RE: Notice of Furlough Dates

Dear:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that as an employee of the KDFWR you are to be furloughed on March XX, 2011. Therefore, your hours will be temporarily reduced without pay on the assigned date and you should not report to work. Please record your 7.5 hours on this date as directed by Payroll.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Pat Barnard at ext 4539 or pat.barnard@ky.gov.

Sincerely,

Darin K. Moore
Appointing Authority Designee

CC: Personnel File

Name
Address
Address

RE: Notice of Furlough Dates

Dear:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that as an employee of the KDFWR **Fisheries Division** you are to be furloughed on October XX, 2010. Therefore, your hours will be temporarily reduced without pay on the assigned date and you should not report to work. Please record your 7.5 hours on this date as directed by Payroll.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Pat Barnard at ext 4539 or pat.barnard@ky.gov.

Sincerely,

Darin K. Moore
Appointing Authority Designee

CC: Personnel File

Name
Address
Address

RE: Notice of Furlough Dates

Dear:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that as an employee of the KDFWR **Fisheries Division** you are to be furloughed on November 7, 2010 instead of the previously scheduled November 12, 2010. Therefore, your hours will be temporarily reduced without pay on the assigned date and you should not report to work. Please record your 7.5 hours on this date as directed by Payroll.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Pat Barnard at ext 4539 or pat.barnard@ky.gov.

Sincerely,

Darin K. Moore
Appointing Authority Designee

CC: Personnel File

Berea Artisan Center LETTERHEAD

DATE

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on October XX, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Debby Giannini (HR Administrator).

Sincerely,

Victoria Faoro

CC: Personnel File

Berea Artisan Center LETTERHEAD

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on May 8, 2011 in lieu of (mandated date). Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Debby Giannini (HR Administrator).

Sincerely,

Victoria Faoro

CC: Personnel File

HAND DELIVERED

RE: Notice of Furlough Date

Dear _____:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on October _____, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Paul Herberg, HR Director
Kentucky State Fair Board

CC: Personnel File

HAND DELIVERED

RE: Notice of Furlough Date

Dear _____:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on November _____, 2010 in lieu of November 12, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Paul Herberg, HR Director
Kentucky State Fair Board

CC: Personnel File

HAND DELIVERED

RE: Notice of Furlough Date

Dear _____:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on May _____, 2011 in lieu of May , 2011. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Paul Herberg, HR Director
Kentucky State Fair Board

CC: Personnel File